



# Parks, Recreation and Marine Recreation Leader Specialist VII

## Part-Time Employment Opportunity

Apply by:  
April 30, 2010

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,300 full-time/part-time staff and a budget of \$48 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 150 parks with 3,027 acres devoted to open space and recreation, 26 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 18 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks, schools, and mobile recreation sites. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates to apply for a Day Camp Director position for the Summer Day Camp Program at Veterans Park. The duties and responsibilities for this position include:

- Work closely with the park supervisor to plan and implement day camp programming;
- Supervise staff, volunteers, and day camp participants throughout the ten-week summer program;
- Coordinate employee schedules, assign duties, and evaluate all staff;
- Lead a variety of activities for day camp participants;
- Assist the supervisor with ongoing staff training and annual camp staff in-service training;
- Monitor and maintain accurate registration and attendance records;
- Accounting duties, which include collecting day camp registration fees, excursion fees, and submitting reports;
- Maintain and order equipment and supplies;
- Perform other related duties as assigned.



**Qualifications** This position is open only to current Department employees and requires the following minimum qualifications:

- Must be at least 18 years of age;
- Four years of experience and/or an equivalent amount of education in a related area;
- Must possess current CPR and First Aid certification;
- Good oral and written communication skills;
- Ability to work effectively with the public;
- Ability to work independently and exercise good judgment;
- Experience working with children and adults with a wide range of ethnic, cultural, and socio-economic backgrounds is desirable.

**Hourly Rate** This non-career position is offered at the Recreation Leader Specialist VII level at an hourly rate of \$14.888. The scheduled hours vary by week. From June-August, employee may work up to 40 hours per week. The successful candidate may work up to a maximum of 1600 hours per year.

**How to Apply** Open only to current Department of Parks, Recreation and Marine employees. Candidates should submit a letter of interest and resume, **no later than 4:30 p.m., Friday, April 30, 2010**, to: Toni Y. Forde-Hixon, Supervisor  
Veterans Park  
101 E. 28th Street  
Long Beach, CA 90806

### EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.